

NEIL ABERCROMBIE
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Honolulu, Hawaii 96817

IN REPLY REFER TO:

November 7, 2014

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Information No. PMB-2014-40
Temporary Lodging Placement Services

The Hawaii Public Housing Authority (HPHA) is seeking written comments for specification requirements to issue a planned Invitation for Bids (IFB) for statewide temporary lodging placement services. The IFB will be open to all business entities furnishing temporary lodging placement services.

Written comments, suggestions, feedback on the specifications required for interested parties to provide a bid offer are appreciated by Wednesday, November 18, 2014 via email or postal mail, and may be directed to:

Ms. Tammie Wong
Contract and Procurement Office
Hawaii Public Housing Authority
1002 N. School Street
Honolulu, Hawaii 96817
Phone: (808) 832-6090
Email: Tammie.Y.Wong@hawaii.gov

Attached is the Temporary Lodging Placement Request for Information (RFI). Responses received will assist the HPHA in issuing a solicitation with appropriate specification requirements conforming to common industry practices so as to maximize and promote competition. The HPHA reserves the right to incorporate or not incorporate into the planned IFB any recommendations made in response to this RFI considering the best interest of the agency.

Participation in this RFI is optional and is not required in order to respond to any subsequent procurement solicitations issued by the HPHA. Neither the HPHA nor the interested parties responding has any obligation under this RFI.

Thank you for your attention to this request.

AN EQUAL OPPORTUNITY AGENCY

Hawaii Public Housing Authority

Request for Information

RFI No. PMB-2014-40

Temporary Lodging Placement Services

Background Information:

Temporary lodging (i.e. hotel, vacation rental, motel, etc.) is required to temporarily locate low income public housing families from various Federal and or State public housing projects that are affected by construction or other projects requiring the tenants to be temporarily relocated. The number of rooms required, duration of stay, bedroom size, family size, current resident location of the families are unknown at this time as it depends on the scope of the construction project that takes place. Other variables may include the requirement of specific geographical location of the temporary lodging due to special needs accommodation, kitchenette requirement, pet friendly locations. The Contractor will be responsible to identify and acquired appropriate temporary lodging for the affected public housing families by a specific date as construction will start at the resident location after the tenants are relocated.

This Request for Information (RFI) is to gather information required in order for interest offerors to provide a price/bid offer for the services to temporarily place the affected public housing families from their current residence at public housing properties to appropriate temporary lodging.

Request for Information:

Please review the information below and provide comments/suggestions to any or all of the questions to assist the HPHA in detailing the scope of services and structuring the bid offer format of the intended solicitation for bids. You may provide feedback on this form or address it on a separate piece of paper.

1. The solicitation will be structured as an indefinite quantity contract. There is no estimated number of temporary lodging required and no guaranteed minimum number of temporary lodging to be acquired during the initial contract period or subsequent contract extension period(s). Would an initial contract term of 12-months, with up to 24-months to extend be reasonable?

Comments: _____

2. Below are the unknown variables that the HPHA will not be able to disclose at the time of bid solicitation as the need for service varies depending on when and where the construction projects take place:

- a. Number of families to be relocated
- b. Family size
- c. Current resident location
- d. Duration of stay
- e. Placement effective date and end date
- f. Special accommodations for each family as applicable (i.e. pet, kitchenette, geographical location)

The unknown variables listed above will be provided to the Contractor after a construction project is identified and when the need for temporary lodging placement arises. The Contractor shall determine the number of temporary lodging units/rooms required for each family following applicable laws.

Comments: _____

3. Other than the variables listed in Item 2 above, is there any other information required in order to place families into temporary lodging?

Comments: _____

4. What would be a reasonable lead time for service request requirements be provided to the Contractor to make arrangements and place public housing families into temporary lodging?

Comments: _____

5. What would be a reasonable price/service fee to be assessed for this type of service?

Comments: _____

6. How would you suggest the price/service fee be determined/structured (i.e. flat rate for placement of a family and that the rates depends on family size, percentage of the daily lodging rate, etc.)?

Comments: _____

7. What would be the reasonable cost range for daily lodging rate allowance by geographical location on the Islands of Hawaii, Maui, Kauai, and Oahu for the following bedroom size: 1, 2, 3, and 4?

Comments: _____

8. Other than hotels, vacation rentals, and motels, are there other temporary lodging venues that the HPHA may consider?

Comments: _____

9. If a deposit or credit card is required to reserve the temporary lodging, would it be reasonable for the HPHA to require the Contractor to provide the deposit or credit card for the reservations or should the HPHA provide the deposit or credit card?

Comments: _____

10. The solicitation will be for temporary lodging placement services on the Islands of Hawaii, Maui, Kauai, and Oahu. The HPHA plans to structure the solicitation to award to the lowest responsive and responsible bidder for all islands, which means bidders are required to submit a bid offer for all islands and the award is made to the responsive and responsible bidder submitting the lowest total bid price for all island. Is this award structure feasible?

Comments: _____

Should the HPHA consider making multiple awards on this solicitation based on geographical location instead (i.e. island or County)?

Comments: _____

11. The HPHA intends to select a Primary Contractor and a Secondary Contractor for the services solicited. The lowest responsive and responsible bidder shall be the Primary Contractor and the second lowest responsive and responsible bidder shall be the Secondary Contractor.

The Primary Contractor will be allowed a specified time frame to place the families. If the Primary Contractor is unable to place the families by the due date, the remaining list of families requiring placement will be forwarded to the Secondary Contractor for placement within a specified time frame. If at the end of the specified time frame and the Secondary Contractor did not place the families to suitable temporary lodging, the list will be returned to the HPHA for action.

What would you suggest the time frame allowance be for the Primary Contractor?

Comments: _____

What would you suggest the time frame allowance be for the Secondary Contractor?

Comments: _____

12. Are there any other information/suggestions that you'd like the HPHA to consider while putting together the scope of services for temporary lodging placement services?

Comments: _____

13. Are you able to provide the requested services? If not, are you able to provide the type of company(s) you feel would be able to provide the services described?

Comments: _____

14. Will your company respond and provide an offer/bid for the services described?

Comments: _____

Thank you so much for your input in this Request for Information.